

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**TRAFFIC SIGNAL SUPERVISOR  
ENGINEERING DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs advanced technical and administrative work related to the repair of traffic signals and related equipment. Employee reports to the City Traffic Engineer.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs advanced technical work to guarantee the efficiency of the City's traffic signal operations. Work involves installing and maintaining the City's traffic signals. Employee is also responsible for responding to emergency and routine calls for repair to traffic signals. Supervision is exercised over technical personnel. Work is performed with considerable independence under limited supervision of the City Traffic Engineer and is evaluated in terms of the efficiency and effectiveness of duties performed.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Supervises a staff of technical personnel including traffic signal technicians and laborers.

Responds to emergency and routine calls involving traffic signal malfunctions.

Responds to complaints and requests for information from citizens, the media, officials, etc.

Utilizes specialized computer programs to program traffic signal controllers; performs field observations of signals; troubleshoots malfunctions of traffic signals and related equipment.

Maintains a variety of complex records and prepares reports on a variety of topics related to traffic signals.

Operates motorized equipment such as pick-up trucks, forklifts and bucket trucks.

Maintains inventory of supplies and equipment used by Department personnel.

Remains on call 24 hours a day, 7 days a week.

## **TRAFFIC SIGNAL SUPERVISOR**

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of principles and practices of traffic signal operation.

Considerable knowledge of the current literature, trends, and developments in the field of traffic signal maintenance.

Considerable knowledge of the geographical layout of the City.

Considerable knowledge of the tools used in electrical maintenance and construction.

General knowledge of the hazards involved in the operation of motorized equipment.

General knowledge of the principles of supervision, organization, and administration.

General knowledge of the principles and practices of electrical maintenance, including applicable safety practices and OSHA regulations.

Ability to review and prepare specifications.

Ability to understand and comply with complex regulations and codes.

Ability to plan, direct and coordinate the work of subordinates.

Ability to communicate effectively with employees, City officials, and others.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to establish and maintain effective working relationships with the general public and governmental officials.

### **MINIMUM EXPERIENCE AND TRAINING**

Associate's degree in civil engineering or a related field and 6 to 9 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

### **SPECIAL REQUIREMENT**

Possession of an appropriate driver's license issued by the State of North Carolina.

### **COMPETENCIES**

## **TRAFFIC SIGNAL SUPERVISOR**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 16  
Non-Exempt